



SNU Policy: Bereavement Leave

SNU Policy ID: Benefit Information D-7

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: July 23, 2026

Next Review Date: July 23, 2031

POLICY: It is the policy of Southern Nazarene University to provide time off with pay to regular full-time employees for the purpose of bereavement and/or attending the funeral of members of the immediate family. This leave is limited to five days per calendar year.

PROCEDURE: For the purposes of this policy, the immediate family shall include the employee's spouse, children, mother, father, grandmother, grandfather, brother, sister, spouse's mother, spouse's father, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.